



TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

Bud Bentley

Town Manager's Office

Jeff Far
Interim Assistant Town Manager

Commission Meeting Dates	Last date to turn in to Town Clerk's Office	Commission Meeting Dates	Last date to turn in to Town Clerk's Office	Commission Meeting Dates	Last date to turn in to Town Clerk's Office
<input type="checkbox"/> May 24, 2010	May 14 (5:00 p.m.)	<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<input checked="" type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00 p.m.)
<input type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sep 28, 2010*	Sept 17 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00 p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (5:00 p.m.)	<input type="checkbox"/> Oct 12, 2010	Oct 1 (5:00 p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00 p.m.)

**NATURE OF
AGENDA ITEM**

- | | | |
|--|---|--|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution | <input type="checkbox"/> Manager's Report |
| <input type="checkbox"/> Public Safety Report | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Attorney's Report |
| <input checked="" type="checkbox"/> Consent Agenda | <input type="checkbox"/> Old Business | <input type="checkbox"/> Other |
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> New Business | |

SUBJECT: Jarvis Hall application for Oktober Fest on October 16, 2010 from 6pm till 10pm by the Property Owners Association of LBTS, Inc.**EXPLANATION:** The Property Owners Association of LBTS, Inc. has submitted an application requesting Commission approval to hold Oktober Fest in Jarvis Hall. The applicant indicated that this is a non-political event for the community and guests. There will be food, beer and wine, dancing, and a silent auction at the event.**STAFF RECOMMENDATION:** We recommend approval with the following conditions:

1. No outside consumption of alcohol.
2. Jarvis Hall shall be cleaned at the end of the event.
3. All trash generated shall be disposed of in the dumpsters behind the Public Works buildings at the end of the event.
4. Tables and chairs will be placed to one side of Jarvis Hall on Friday allowing another scheduled activity (Martial Arts) to conduct their event on Friday evening. The applicant has agreed to arrange them to their convenience on Saturday to avoid having to pay staff overtime on that day.
5. Applicant shall provide a copy of their alcohol license prior to event.
6. Applicant must provide signed authorization from Athena for the use of their Certificate of Liability.

Attachments: "A" Application

BOARD/COMMITTEE RECOMMENDATION: N/A**FISCAL IMPACT AND APPROPRIATION OF FUNDS:** N/A

- | | |
|---|--|
| <input type="checkbox"/> Amount \$ _____ | <input type="checkbox"/> Acct # _____ |
| <input type="checkbox"/> Transfer of funds required | <input type="checkbox"/> From Acct # _____ |
| <input type="checkbox"/> Bid | <input type="checkbox"/> Grant <input type="checkbox"/> Amount represents matching funds |

Town Attorney review required

 Yes No

5/4/2010

Town Manager's Initials: OK

*Linda Ritchie, President
The Property Owner's Association of LBTS, Inc.
3231 Oleander Way
Lauderdale by the Sea, Florida 33062*

MEMORANDUM

TO: LBTS Town Commission
FROM: Linda Ritchie
RE: POA Sponsored Oktoberfest
DATE: 09-02-2010



The POA has scheduled the annual Oktoberfest event for Saturday evening, October 16th at Jarvis Hall. This is a non-political event for our community and guests. Please see the application following this cover with the attachment of the POA State Registration.

Beer and wine will be served during this event. Once again, Athena will provide the liquor license and insurance for the POA. Please see a copy of the license and insurance on file for the Saturday evening events currently sponsored by Athena.

A personal check in the amount of \$100 has been attached. There are no entrance fees for this event. All current POA members and their guests are welcome to attend.

If you should have any questions, please do not hesitate to contact me via my cell number at 954-536-5440.

*9-3-10
LBTS*



Town of Lauderdale-By-The-Sea Application for Use of Jarvis Hall

Return completed application thirty (30) days before the event with \$100.00 Refundable Security Deposit to: Office of the Town Manager, Town Hall, 4801 Ocean Drive, Lauderdale-By-The-Sea, FL 33308, Phone: 954-776-0578 This application is downloadable from the internet at www.lauderdalebythesea.fl.gov.

Applicant Information

Name/Organization	<i>The Property Owner's Assoc of LBTS, Inc.</i> <small>Provide copy of State Registration</small>
Representative	<i>President - Linda Ritchie</i>
Street Address	<i>3231 Alexander Way</i>
City State ZIP Code	<i>LBTS, FL 33062</i>
Home Phone	<i>954-784-9495</i>
Work Phone	<i>NA</i>
Fax Number	<i>954-784-9495</i>
Cell Phone	<i>954-636-5440</i>

Event Description

Type of Event	<i>Oktoberfest</i>
Date of Event	<i>October 16, 2010 @ 6PM - 10PM</i> <small>Please indicate if Event is more than one (1) Day</small>
Hours of Event	<i>6PM - 10PM</i>
Set Up Requirements	<p>Description of Use of the Facility. Include use of Hall, Portico, Kitchen, Electronic Equipment, Tables, Chairs, etc. Separately attach a Floor Plan to indicate set up Requirements.</p> <p>Number of Persons attending Event: <i>120</i> (Maximum Room Capacity, Jarvis Hall, 280 {120 with tables})</p>

Town Commission Approval Required for the Following Items

- Serving/Selling of alcoholic beverages. (Proof of Insurance Required).
- Waiving of Refundable Security Deposit. (Reference Attached Town Resolution 2008-18).
- Collection of Donations/Entrance Fees.
- Televising and/or Recording of the Event. (Reference Attached Ordinance).
- Agendas/Publications/Advertising to be distributed before, during, and after the Event.
- Sponsorship/Co-Sponsorship by the Town. Include a statement of Benefit to the Town from the proposed event, a projection of revenues from the event, if any, and distribution of those revenues.

Names/Addresses of All Financial Sponsors of the Event

1)	
2)	NA
3)	

Names/Addresses of All Charitable and/or Not-For-Profit Organization Receiving Any Portion of Proceeds from the Event

1)	
2)	NA
3)	

All organizations using Jarvis Hall shall provide the Town with an Indemnity and Hold Harmless Agreement.

All applicants conducting events/meetings where alcoholic beverages will be sold or served shall provide the Town with Insurance Certificates or Binders establishing proof of coverage for general liability insurance with a minimum coverage of one million dollars (\$1,000,000) per occurrence.

All events occurring in Jarvis Hall shall be subject to video recording for broadcast or rebroadcast on the town's governmental access channel if the event is determined by the Town Commission to be of great public importance.

All parking shall be the responsibility of the applicant unless other arrangements are approved by the Town Commission prior to the event/meeting. The applicant shall be responsible to ensure that all required permits are obtained prior to the event/meeting.

Applicant shall be responsible for clean-up of the premises following the conclusion of the event. Security Deposit shall be applied against any costs incurred by the Town in cleaning and/or repairing Jarvis Hall after it is used.

Summary Checklist of Required Items

- Refundable Security Deposit
- Copy of State Registration Attached, as Required.
- Detailed Description of Event Attached.
- Floor Plan Detailing Room Set-Up Attached.
- Copy of License issued from Florida Division of Alcoholic Beverages & Tobacco if Alcoholic Beverages are to be served/sold.
- Insurance Certificates or Binders establishing minimum coverage of \$1,000,000 per occurrence and proof of coverage of general liability insurance with Town of Lauderdale-By-The-Sea as additional insured if alcoholic beverages are to be served/sold.
- Statement of Benefit if applicant is seeking sponsorship/co-sponsorship from Town
- Notarized Indemnity and Hold Harmless Agreement

Application is considered Incomplete if all Required Items are not Submitted with Application.

Applicant Signature	<i>Linda Ritchie</i>
Name (printed)	Linda Ritchie
Date	September 2, 2010

STATE OF FLORIDA:

COUNTY OF BROWARD:

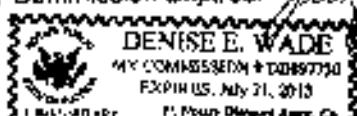
SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by

Linda Ritchie who is personally known to me/provided

as identification and who did/did not take an oath.

Denise E. Wade
Notary Public, State of Florida

My Commission Expires: July 21, 2013



Approved by Town Commissioner 12 September 2008

Attachments: **Indemnity & Hold Harmless Agreement**
Resolution 2008-1B
Ordinance, Jarvis Hall

INDEMNITY AND HOLD HARMLESS AGREEMENT

The Property Assoc of LBTS, Inc ("PA") in return for the ability to use Jarvis Hall, and the payment of other good and valuable consideration, the receipt of which is hereby acknowledged, agrees to protect, defend, indemnify and hold the Town of Lauderdale-by-the-Sea ("Town"), its officials, employees and agents harmless from and against any and all lawsuits, penalties, damages, settlements, judgments, decrees, costs, charges and other expenses or liabilities of every kind in connection with or arising directly out of the PA's use of the Town's property. PA further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, at its sole expense and agrees to bear all other costs and expenses and attorney's fees relating thereto at both the trial and appellate levels.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 24th day of September, 2010

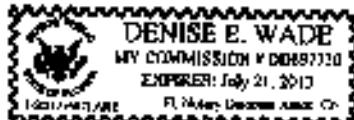
Signed, sealed and delivered
in the presence of:

Name:

Linda Ritchie Denise E. Wade
Linda Ritchie Denise E. Wade

Print Name:

STATE OF FLORIDA)
COUNTY OF BROWARD) ss:
)



I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgements, personally appeared Linda Ritchie, ss

President (Title) of POA, Lauderdale-by-the-Sea, a Florida corporation,
personally known to be the person described in, or who produced
as identification, and who executed the foregoing and
acknowledged before me that (s)he executed the same.

WITNESS my hand and seal in the County and State aforesaid on this

2nd day of September, ²⁰¹⁰ 2009

Denise E. Wade

NOTARY PUBLIC

My Commission Expires: July 21, 2013



MDC:aw
H:\190\0200\0306.LBS\AGMT\Hold\Renewals (Jervis Hall).doc

Dennis Ritchie

From: Linda Ritchie [linda.ritchie@comcast.net]
Sent: Tuesday, March 23, 2010 5:32 PM
To: dennis.ritchie@comcast.net
Subject: Emailing: Florida DOS Division of Corporations - Online Payment

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS

PAYMENT RECEIPT	
Transaction Amount:	\$61.25
Email Address:	linda.ritchie@comcast.net
Date/Time Paid:	03/23/2010 17:32:00
Payment ID Number:	29141168
Reference Number:	000172947290
Document Number:	N25165

Thank you for using the
FLORIDA DOB
Online Payment System.
Print this receipt for your records.

[Continue](#)

FLORIDA BUSINESS INFORMATION Division of Corporations					
Home	Contact Us	E-Filing Services	Document Searches	Prints	Help
Events			No Name History	<input type="text" value="Document # Search"/> <input type="button" value="Submit"/>	
Detail by Document Number					
<u>Florida Non Profit Corporation</u>					
THE PROPERTY OWNERS ASSOCIATION OF LAUDERDALE-BY-THE-SEA, INC.					
<u>Filing Information</u>					
Document Number	N25165				
FEI/EIN Number	N/A				
Date Filed	03/03/1988				
State	FL				
Status	ACTIVE				
Last Event	CANCEL ADM DISS/REV				
Event Date Filed	02/16/2004				
Event Effective Date	NONE				
<u>Principal Address</u>					
LINDA RITCHIE 3231 OLEANDER WAY LAUDERDALE-BY-THE-SEA FL 33062 US					
Changed 02/12/2009					
<u>Mailing Address</u>					
LINDA RITCHIE 3231 OLEANDER WAY LAUDERDALE-BY-THE-SEA FL 33062 US					
Changed 02/12/2009					
<u>Registered Agent Name & Address</u>					
CARR, MARILYN 254 MIRAMAR AVE FORT LAUDERDALE FL 33308 US					
Name Changed: 03/23/2005					
Address Changed: 03/23/2005					
<u>Officer/Director Detail</u>					
Name & Address					
Title P					
RITCHIE, LINDA C MS. 3231 OLEANDER WAY LAUDERDALE BY-THE-SEA FL 33062 US					
Title VP					
JONES, JUDITH					

1850 S. OCEAN BLVD #210
LAUDERDALE BY THE SEA FL 33062 US

Title S

SHOMO, BILL
1800 EAST TERRA MAR DRIVE
LAUDERDALE BY THE SEA FL 33062

Title T

CARR, MARILYN
254 MIRAMAR
LAUDERDALE BY THE SEA FL 33308

Title U

GRAY, LOYOLA
4829 POINCIANA STREET
LAUDERDALE BY THE SEA FL 33308

Title D

SCHWARZ, GAIL
4829 POINCIANA STREET, APT 209
LAUDERDALE BY THE SEA FL 33308

Annual Reports

Report Year Filed Date

2008	01/31/2008
2009	02/12/2009
2010	03/23/2010

Document Images

[03/23/2010 -- ANNUAL REPORT](#)

[02/12/2009 -- ANNUAL REPORT](#)

[01/31/2008 -- ANNUAL REPORT](#)

[02/28/2007 -- ANNUAL REPORT](#)

[02/27/2006 -- ANNUAL REPORT](#)

[03/23/2005 -- ANNUAL REPORT](#)

[03/16/2004 -- REINSTATEMENT](#)

[08/10/2002 -- ANNUAL REPORT](#)

[05/14/2001 -- ANNUAL REPORT](#)

[05/12/2000 -- ANNUAL REPORT](#)

[02/20/1999 -- ANNUAL REPORT](#)

[02/24/1998 -- ANNUAL REPORT](#)

[03/28/1997 -- ANNUAL REPORT](#)

[03/11/1996 -- ANNUAL REPORT](#)

[01/26/1995 -- ANNUAL REPORT](#)

Note: This is not official record. See documents if question or conflict.

Evidence No Name History

Document # Search

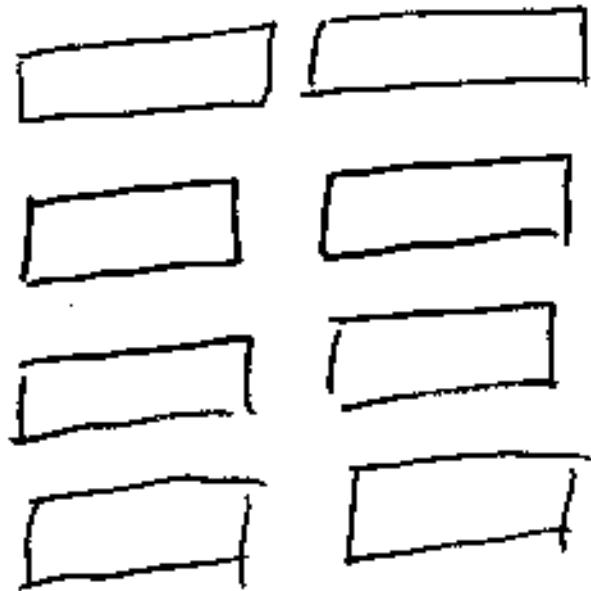
OKtoberFest 2010

Kitchen

Food

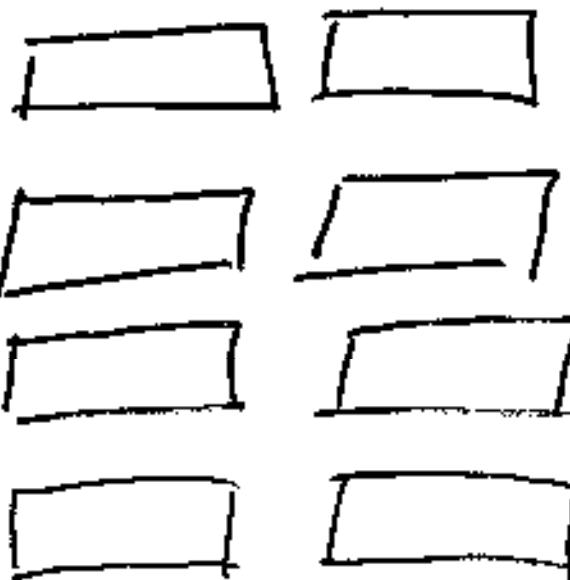
Tables

Food



Seating
for

112



DANCE
Area

Silent

Auction

/ DOOR /

Lotto
Table
Desserts

5710

LINDA RITCHIE
DENNIS RITCHIE

1831 CLEANDER WAY
LAUDERDALE BY THE SEA

09-02-10

DATE

1611

1611

\$ 100.00

100.00

100.00

10630000470 00548359924305710

No 10632

DATE

9-3-10

\$ 10.00

DOLLARS
 CASH
 CHECK
 M.O.
 CREDIT
CARD

TOWN OF LAUDERDALE-BY-THE-SEA
4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308-3610
Telephone (954) 776-0576 Fax (954) 776-0094

RECEIVED Linda Ritchie \$ 10.00

PAID TPA

FOR VFW Post 441 Application

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

Thank You!
VFW Post 441

10630000470 00548359924305710

Client#: 56100

ATTEN:

DATE PREPARED BY:
 12/10/2009

ACORD - CERTIFICATE OF LIABILITY INSURANCE

PRODUCER Richard T. Thorogood Batemann, Gordon & Sands, Inc. P.O. Box 1270 Pompano Beach, FL 33061	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
SOURCE Athena by the Sea, Corp 4400 N Ocean Drive Lauderdale-by-the-Sea, FL 33308	INSURERS AFFORING COVERAGE INSURER 1: Northfield Insurance/All Risks INSURER 2: INSURER 3: INSURER 4: INSURER 5:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE LINES	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE GEN LAG ONE DATE LIMIT APPLIES X POLICY <input type="checkbox"/> PRE- 1000	CP575948	12/08/09	12/08/10	EACH OCCURRENCE \$1,000,000 EXPOSED TO RENTAL- PRINCIPAL EXPOSURE \$1,000,000 MEDICAL PAYMENT \$5,000 PERSONAL INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMMODITY \$2,000,000
	AUTOMOBILE LIABILITY ANY AUTO A - OWNED AUTOS SCHEDULED AUTOS Rented AUTOS Hired OWNED AUTOS				COMBINED SINGLE UNIT (Excess of) BODY BILITY (Per Person) BODY BILITY (Per Accident) PROPERTY DAMAGE (Per Incident)
	GENERAL LIABILITY ANY AUTO				AUTO ONLY - FA ACCIDENT \$ OTHER THAN AUTO ONLY FA ACC \$ ACC \$
	EXCESS/MERIDIANT LIABILITY ACCIDENT <input type="checkbox"/> CLEARAWAY DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYER LIABILITY ANY PROFESSIONAL/EXECUTIVE OF HIRING/WHICH SECURED RATES DETERMINED SIC CODE, INSURERS RESERVE				WC \$/ACC 100/100/100 EL EACH ACCIDENT \$ EL, RETRACE - FA EMPLOYEE \$ EL, DISEASE - FA STAFF \$
	OTHER				

DESCRIPTION OF OPERATORS/DRIVERS/HOME VEHICLES (EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS)

Certificate holder is listed as an additional insured on General Liability coverage for every Saturday night and all future special events.

Certificate Holder is included as an Additional Insured

CERTIFICATE HOLDER

CANCELLATION 10 Days for Non-Payment

City of Lauderdale by the Sea 4501 Ocean Drive Lauderdale by the Sea, FL 33308	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL NOTIFY THE INSURED <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER. FAILURE TO DO SO SHALL IMPOSE AN EXTRA LIABILITY ON THE INSURER OF ANY LOSS UPON THE INSURED, IN ADDITION TO REPUTATIONAL.
AUTHORIZED SIGNATURE/NAME 